

Guidance on Presidential Policy Review and Issuance

I. Purpose/Scope

The President is the Chief Executive Officer of the University of California and is responsible for promulgating Presidential policies to support the mission of the University and to carry out related state and federal law, The Regents' Bylaws, Standing Orders, and policies (governing documents.)

To ensure the UC Santa Cruz (UCSC) community is provided the opportunity to review and provide feedback on proposed systemwide policies, and to ensure feedback is delivered to the responsible office in a clear, consistent, and unified manner; and that the feedback is maintained in the campuses policy administration archive, UCSC has established a standard practice for the vetting and dissemination of Presidential Policies.

Working as the next phase of the Presidential Policy Approval Process and as required by the University of California (UC) – Policy on Policies, *Establishing and Maintaining Presidential Policies*, this guidance document provides implementation instructions to the UCSC campus community on how to foster broad and timely review, feedback, and dissemination of Presidential Policies.

This process also ensures UCSC campus policies, procedures, and practices implement, align with, and do not conflict with Presidential Policies and are updated in conjunction with changes to relevant laws, regulations, and other guiding factors.

The scope of this guidance does not include academic personnel policies or staff human resources policies, student handbook policies, UC Santa Cruz campus wide administrative policies, or policies established for the use of an individual division, department, or unit. For guidance on UC Santa Cruz campus wide administrative policies, please see the UC Santa Cruz Administrative Policies, [Resources for Policy Writers Website](#).

II. Definitions

For the extended version and additional UC policy definitions, please see the UC – Policy on Policies, *Establishing and Maintaining Presidential Policies*.

Presidential Policy: A governing principle that mandates or constrains actions and; applies across the University of California to all locations unless indicated otherwise in the policy.

Delegation of Authority: The assignment of authority and responsibility for actions and/or activities to specified campus administrators.

Issuance Letter: A cover letter signed by the President that officially issues a Presidential Policy and makes the Policy available to the University community and the public on the [Presidential Policy Website](#).

Responsible Office: The office designated by the President to be responsible for oversight of the Presidential Policies that fall within its areas of responsibility.

Stakeholder(s): A constituency or functional group with subject matter expertise and/or a substantive interest in a particular policy and/or its implementation and who is consulted to provide comments on its draft.

III. Detailed Statement

This guidance formalizes a process for the timely dissemination of important actions on policies and guidelines governing the administrative functions of the University of California system.

A. Roles and Responsibilities

1. UCSC Responsible Officer

The UCSC Responsible Officer is the university official who has high-level oversight of the function or area of operations addressed within a particular policy and is designated to communicate and implement Presidential policy and guidance at the campus level. The Responsible Officer is typically a Vice Provost, Vice Chancellor, or a Dean.

The Responsible Officer must work with the Policy Coordination Office (PCO) to disseminate Presidential policy actions in a timely manner. The Responsible Officer (or designee) must work with the PCO to ensure the completeness and accuracy of feedback collected by the PCO before the delivery of feedback to the Office of the President.

2. University Policy Office

The University Policy Office (UPO) at the Office of the President oversees the development, issuance, and distribution of Presidential Policies and guidance. The UPO will communicate all policy actions to the designated Policy Manager at each University location. The UPO also hosts a monthly systemwide policy coordination meeting.

3. UCSC Policy Coordination Office

The PCO tracks Presidential policy actions and works with UCSC Responsible Officers to assess the impact to the campus and existing campus policies, guidance, procedures, and practices. The Policy Manager overseeing the PCO will represent UCSC in the monthly systemwide policy coordination meetings hosted by the UPO.

The PCO provides administrative support to the Responsible Officer on Presidential policy review process; prepares draft communications, collects feedback, standardizes and vets comments for appropriateness, consults subject-matter-experts to determine accuracy as needed, submits comments to appropriate UCOP contact, and maintains policy correspondence archive.

4. UCSC News and Media Relations

News and Media Relations manages the strategic communication plan for the campus and determines the appropriate placement of Presidential policy announcements in the campuses newsletter (Tuesday Newsday) or another method of communication according to the allotted UCOP timeline.

5. Campus Community

Members of the campus community are responsible for knowing, understanding and complying with Presidential policies. Members of the campus community who are subject matter experts are responsible for providing input, guidance, and feedback when requested on policies affecting their subject area(s).

B. Stakeholder Review Process

Presidential policies that are received for “stakeholder review” will be circulated by the PCO to campus offices which are named or have direct responsibility in the implementation of the policy for a review period of 30 days or as required by the Office of the President. Draft communications require the approval of the UCSC Responsible Officer before circulation.

C. Formal Review Process

Presidential policies that are received for “formal review” will be broadly circulated by the PCO for a review period of 30 days or as required by the Office of the President. Draft communications require the approval of the UCSC Responsible Officer before circulation.

D. Technical Reviews

Presidential policy updates that do not change the substance or principles of the policy are made available for a 30-day comment period at the [Office of the President Policy Website for Minor Revisions](#).

E. Policy Recessions

Presidential policies that are recommended for recession are made available for a 30-day comment period at the [Office of the President Policy Website for Minor Revisions](#).

IV. Getting Help

The PCO provides training and assistance to campus units on this matter.

If you need help with ...	contact ...
questions about guidance within this document,	PCO, 459-3411, pco@ucsc.edu
additional guidance and resources,	PCO, 459-3411, pco@ucsc.edu or see the website https://policy.ucsc.edu/resources/index.html
navigating the Presidential Policy Review or Issuance processes,	PCO, 459-3411, pco@ucsc.edu

V. Applicability and Authority

The PCO has issued this guidance on *Presidential Policy Review and Issuance* to assist all campus units on behalf of the Offices of the Chancellor and the Campus Provost and Executive Vice Chancellor (CP/EVC).

The CP/EVC is the designated authority for resolution of conflicts and approval of exceptions to guidance.

VI. Related Policies/References for More Information

References

Bylaws and Standing Orders of the Regents, Standing Order 100.6, *Duties of the Chancellors*.

Draft *Establishing and Maintaining Presidential Policies*, Office of the President, XXX xx, 2018.

Guidance on Campus Wide Administrative Policy and Procedure Approval Process

Presidential Policies Frequently Asked Questions, <http://policy.ucop.edu/policy-resources/faq.html>

Presidential Policy Review Flow Chart

UC Presidential Policy Review Flow Chart

